UNITED
NATIONS

A

General Assembly

Distr.
GENERAL

A/AC.237/61
11 August 1994

Original: ENGLISH

INTERGOVERNMENTAL NEGOTIATING COMMITTEE
FOR A FRAMEWORK CONVENTION ON CLIMATE CHANGE
Tenth session
Geneva, 22 August - 2 September 1994
Item 7 of the provisional agenda

# REVIEW OF THE ACTIVITIES OF THE INTERIM SECRETARIAT, INCLUDING REVIEW OF EXTRABUDGETARY FUNDS

Note by the Executive Secretary

CONTENTS


| | | Paragraphs | Page |
|---|---|---|---|
| I. | INTRODUCTION | 1 - 4 | 3 |
| | A. Background and scope of the note | 1 - 3 | 3 |
| | B. Possible action by the Committee | 4 | 3 |
| II. | CURRENT ACTIVITIES OF THE INTERIM SECRETARIAT | 5 - 9 | 4 |
| III. | ADMINISTRATIVE MATTERS | 10 - 19 | 5 |
| | A. Premises | 10 - 11 | 5 |
| | B. Administration | 12 - 14 | 6 |
| | C. Current staffing | 15 - 19 | 6 |
| IV. | EXTRABUDGETARY FUNDING REQUIREMENTS | 20 - 33 | 8 |
| | A. Support for activities of the interim secretariat: trust fund for the negotiating process (General Assembly resolution 45/212, para. 20) | 20 - 27 | 8 |


INDIANA UNIVERSITY

| | | Paragraph | Page |
|---|---|---|---|
| B. | Support for participation in the Committee: special voluntary fund (General Assembly resolution 45/212, para. 10) . . . . | 28 - 33 | 10 |

Annexes*

| | | |
|---|---|---|
| I. | Development of the secretariat's information system | 12 |
| II. | Trust fund for the negotiating process: statement of contributions | 16 |
| III. | UNFCCC interim secretariat: financial estimates for 1994-1995 | 17 |
| IV. | Special voluntary fund for participation: statement of contributions | 24 |
| V. | Estimated extrabudgetary funding requirements 1994-1995 | 25 |

---

* For technical reasons, Annexes II - V are issued in English only.

# I. INTRODUCTION

## A. Background and scope of the note

1. At the ninth session of the Committee, the Executive Secretary presented a note (A/AC.237/54) containing information on the activities of the interim secretariat, administrative and budgetary matters and the need for contributions to the two extrabudgetary funds established by General Assembly resolution 45/212, paragraphs 10 and 20, namely, the special voluntary fund for participation and the trust fund for the negotiating process. (The latter fund is intended to finance secretariat activities.) The Committee took note of the information provided by the interim secretariat on its activities and on the state of extrabudgetary funds. It expressed appreciation for the efforts of contributors to the two extrabudgetary funds, for the work of the interim secretariat and for the transparency of its report.

2. The purpose of the present note is to bring up to date the information available on these subjects.

3. The attention of the Committee is drawn to the note by the interim secretariat entitled "Climate Convention Cooperation Programme" (A/AC.237/75) which provides information on secretariat activities relating to technical and financial support for the implementation of the Convention by developing countries, as well as by countries with economies in transition. Information on those activities is not included in the present note.

## B. Possible action by the Committee

4. The Committee may wish to:

(a) take note of the information presented herein and comment on the adequacy of its presentation;

(b) take note with appreciation of the extrabudgetary support provided for participation in the Committee's work and for the activities of the interim secretariat, including - in the latter case - the provision of rent-free premises;

(c) provide advice to the interim secretariat in programming and funding its future work; and

(d) support the efforts of contributors and the secretariat in mobilizing extrabudgetary funds on an increased scale, commensurate with growing needs.

## II. CURRENT ACTIVITIES OF THE INTERIM SECRETARIAT

5. The activities of the interim secretariat continue to evolve on the lines indicated in the previous note on this subject. The main thrust of its work continues to be its response to the needs of the Committee for documentation and for the organization of its sessions. These needs continue to be substantial. The interim secretariat has, as in the past, had to anticipate the demands of the Committee to a certain extent so as to ensure that adequate staff and resources are available in time to meet such demands. Any further guidance which the Committee may be able to give to the secretariat for the programming and funding of its future work, in particular for the period after the first session of the Conference of the Parties (COP 1), would be valuable and would help in mobilizing extrabudgetary funds for 1995 (see paras. 26 and 27 below). Such guidance would also contribute to the shaping of the permanent secretariat, on which subject a separate note is before the Committee under item 6 of its provisional agenda (A/AC.237/60 and Add.1).

6. Substantive collaboration with secretariats of other international bodies continues to be given importance. These efforts are bearing fruit in a number of areas, including work on the first review of information communicated by Annex I Parties (see A/AC.237/63) and activities relating to technical cooperation (see A/AC.237/75).

7. The Information Unit on Climate Change (IUCC) of the United Nations Environment Programme (UNEP) and the World Meteorological Organization (WMO) continues to be a valued partner of the interim secretariat in promoting public awareness of the Convention, as well as in developing the secretariat information system. Funding to the IUCC has enabled it to continue publishing the United Nations Climate Change Bulletin in partnership with the interim secretariat and with the Intergovernmental Panel on Climate Change (IPCC). Three issues of the Bulletin are planned for 1994, of which one has been published, another will be available in time for the tenth session of the Committee and a third is due in October. The current print run of the Bulletin is 12,000 copies in English, 3,500 in French and 4,500 in Spanish.

8. The future of the IUCC is under review by UNEP; so far, this has not affected its ability to work closely with the interim secretariat. It is thus expected that collaboration with the IUCC will continue at least until the end of 1995. Accordingly, no provision is made for 1995 for funding activities by the interim secretariat relating to public awareness. The situation would have to be reviewed if, for any reason, the services of the IUCC were to cease to be available as at present.

9. The interim secretariat has been investing time and money in the development of an information system as a support service to its activities (for example, the above-mentioned review of information and technical cooperation activities), as well as to Governments and other participants in the Convention process. In effect, efficient gathering, processing and dissemination of data and information, as well as internal and external communications, are increasingly important factors in the work of the interim secretariat. Annex I to the present note

provides a brief description of the secretariat's information system. Delegations requiring more detailed information on the system are invited to request this from the interim secretariat.

## III. ADMINISTRATIVE MATTERS

### A. Premises

10. The move of the interim secretariat to its new premises at the Geneva Executive Center (GEC) was undertaken soon after the ninth session of the Committee. The secretariat has settled down well in its new quarters. The space available to the interim secretariat is free of rent, by decision of the Swiss authorities, who have also offered a contribution in kind, to the value of approximately Sw. F. 215,750 (equivalent to some $US160,000), to the costs of some remaining work on the premises (partitioning and furnishing). The interim secretariat is most appreciative of this support, which is additional to the contributions of Switzerland to the trust fund for the negotiating process. The present area available (approximately 1700 square metres of offices and service areas) is more than adequate for the needs of the interim secretariat in 1994. Requirements for 1995 are under review, in the light of the probable evolution of the work programme of the interim secretariat.

11. The physical address, postal address, telephone and facsimile numbers and e-mail address of the interim secretariat are as follows:

Physical address

Interim secretariat
United Nations Framework Convention on Climate Change
Geneva Executive Center
11/13 chemin des Anémones
CH-1219 Chatêlaine
Geneva, Switzerland

Postal address

Climate change secretariat (UNFCCC)
Palais des Nations
CH-1211 Geneva 10
Switzerland

tel: (41.22)979.91.11 1/
fax: (41.22)979.90.34
e-mail: secretariat.unfccc@unep.ch 1/

## B. Administration

12. Administrative support is an important element in the efficient functioning of the interim secretariat, the more so as its activities expand. Personnel administration continues to be a time-consuming element of this support. The interim character of the secretariat and the lack of predictability in extrabudgetary funding both give rise to particular problems in this area; these are being dealt with in collaboration with the responsible service of the United Nations Office at Geneva (UNOG). New procedures required by the United Nations administrative authorities regarding the management of the special voluntary fund for participation have increased the administrative workload (see paras. 30-31 below).

13. Administrative support continues to be provided by an administrative unit of the Department for Policy Coordination and Sustainable Development (DPCSD) based in the Geneva Executive Center. This unit consists of one professional officer and two general service staff. The unit, which functions within the framework of the Department located at United Nations Headquarters, New York, also serves the interim secretariat of the Convention to Combat Desertification. Administrative arrangements to establish the staff of this unit and recruit its head have progressed since the ninth session of the Committee; however, this process is still not complete.

14. It is expected that demands upon the administrative unit in 1995 will exceed its capacity, notably in relation to the need to provide an adequate system for financial monitoring. This need will be addressed in consultation with DPCSD and with central administrative services at Headquarters.

## C. Current staffing

15. Arrangements for staffing from the United Nations programme budget for 1994-1995, for the assignment of a Principal Officer (D.1) from the DPCSD section of that budget and for the secondment of staff by WMO and UNEP continue unchanged.

16. Starting in September 1994, Norway will provide bilateral support for a Programme Officer (L.4) for two years (see annex III, item B.2). This brings to two the number of bilateral staff support arrangements in effect, the other being provided by the Netherlands (annex III, item B). The interim secretariat would be interested in hearing from other Governments that might wish to provide similar support, particularly if such support were available in a manner that would permit the engagement of staff from developing countries.

17. The following table shows the current staffing situation of the interim secretariat. Unless otherwise stated, it shows staff members in post as at 1 July 1994. It does not show consultants, interns (engaged at little or no cost) or temporary staff hired to assist the secretariat during sessions of the Committee.

| | Programme budget provision to 31.12.1995 | Other sources | | Total |
|---|---|---|---|---|
| D.2 | 1 | - | | 1 |
| D.1/L.6 | 1 | 3 | DPCSD, WMO, Netherlands (to 30.06.96) | 4 |
| P.5/L.5 | - | 2 | Trust fund | 2 |
| P.4/L.4 | 1 | 3 | UNEP (to 30.06.95), Norway (to 14.09.96)[a], Trust fund[b] | 4 |
| P.3/L.3 | 1 | 4 | Trust fund | 5 |
| P.2/L.2 | 1 | 1 | Trust fund | 2 |
| Total D/P | 5 | 13 | | 18 |
| GS | 6 | 8 | WMO - 2; trust fund - 6[c] | 14 |
| TOTAL | 11 | 21 | | 32 |

18. Contractual arrangements relating to the positions covered by the trust fund for the negotiating process continue to be of a short-term nature owing to the uncertainty of funding. The United Nations financial regulations and rules preclude the obligation of extrabudgetary funds (for example, through contracts of employment) until funds have been received. Currently, the 13 staff members funded from extrabudgetary sources have contracts expiring on 30 September 1994. The extension of these contracts will depend on the timely receipt of contributions that are in the pipeline or pledged.

---

[a] As of 15 September 1994.

[b] As of 16 August 1994.

[c] One GS as of 22 August 1994.

19. The demands upon the interim secretariat are growing and also evolving. At least in one instance, that of work on the first review of communications by Annex I Parties, the secretariat is about to move from writing papers about a process to actually contributing to that process and possibly coordinating it. This is a qualitative change. Initial resource needs to respond to this change have been provided for in the current financial plan (annex III, item B.2), which is consistent with the scenario described in document A/AC.237/63. A similar qualitative shift may come about with respect to work on the review of the adequacy of commitments in Article 4.2(a) and (b) and, eventually, on criteria for joint implementation and the report on implementation. This evolution needs to be taken into account in considering the financial estimates for 1995, referred to in the next section.

## IV. EXTRABUDGETARY FUNDING REQUIREMENTS

### A. Support for activities of the interim secretariat: trust fund for the negotiating process (General Assembly resolution 45/212, para. 20)

20. A statement of current contributions and pledges to the trust fund for the negotiating process is contained in annex II. It will be noted that this table has been simplified, in comparison with the corresponding table contained in previous reports to the Committee, by aggregating all contributions by each contributor to the end of 1993. A similar change has been made in the presentation of the table showing contributions to the special voluntary fund for participation (annex IV).

21. Annex III contains a revision of the financial estimates for 1994-1995 that were first presented to the Committee as annex I to document A/AC.237/54. This revision refines the cost estimates in the previous table, notably the estimates of staff costs. The revised table also attempts to give a better picture of the structure of secretariat activities, including those that are organized as distinct activities. It will be noted that, for the purpose of budgetary calculations, the costs arising from the information system are distributed among other secretariat activities (see annex III, item A.4.1 and note (b)). Another new feature is a tentative provision for work that might be needed from the middle of 1995 to respond to decisions taken by the COP at its first session (COP 1), e.g. support for a pilot phase of joint implementation, for the Subsidiary Body for Scientific and Technological Advice (SBSTA) and for possible new negotiations. This provision is made in section D, "Post COP 1 contingencies", which will have to be successively revised in the light of the conclusions of the tenth and eleventh sessions of the Committee and of COP 1.

22. It will be recalled from the discussion of extrabudgetary funding at the ninth session of the Committee that some contributing countries have earmarked their contributions to the trust fund for specific activities of the secretariat, namely, the communication and review process (CC:CRP) and the Climate Convention Information Exchange Programme (CC:INFO), formerly

known as Climex. This earmarking is indicated in annex III (items B.2 and C.2.1) and will be reflected in the near future in the financial monitoring system of the interim secretariat. This system will make it possible to provide adequate information on the use of earmarked contributions.

23. Two important points to note in the financial estimates for 1994-1995 are contained in the first footnote to annex III. These are that:

(a) the estimates are based on a standard exchange rate between the United States dollar and the Swiss franc: the possibility that actual costs will vary on account of exchange rate fluctuations over the period to the end of 1995 has to be kept in mind, but cannot be given a numerical value in advance;

(b) they are net figures; an estimate of gross funding requirements, including overhead charges (13 per cent) and operating reserve (15 per cent), is given in annex V.

24. Section A of annex V shows gross extrabudgetary funding requirements for secretariat activities of approximately US$2.8 million in 1994 and US$7.6 million in 1995. This is well in excess of previous levels of funding. It reflects the growth in the activities of the interim secretariat in response to the needs and the guidance of the Committee, including provisions made for the contribution of the interim secretariat to the review of communications by Annex I Parties (see annex III, item B.2). The 1995 estimates also reflect the development of the information system (item A.4.1), support for technical cooperation (item C.2), notably the CC:INFO programme, and provision for post-COP 1 contingencies (item D), as well as for strengthening the central coordination and monitoring capacity of the secretariat (item A.2). This latter capacity needs to be commensurate with the growing scope of secretariat activities.

25. The situation for the remainder of 1994 is that the amounts contributed and pledged to the trust fund, including the balance carried forward from 1993 and taking account of bilateral staff support, cover estimated requirements and should leave a balance to be carried over into 1995. The cash flow is being monitored closely and, at the time of writing, financial obligations from the trust fund (e.g. for salaries) are limited to the period to 30 September 1994.

26. The balance sought for the trust fund in 1995 is approximately US$7.0 million (of which some $1 million for operating reserve). The purpose of providing these estimates is to enable Governments to provide guidance on the programming and funding of the interim secretariat's work, to consider scaling up their contributions to the trust fund until the end of 1995 and to make provision for early payment of their first instalments.

27. It is hoped that sufficient additional contributions will be made by the end of 1994 to permit the present level of activities of the interim secretariat to continue at least until 30 June 1995. This will require approximately US$2.5 million (gross). Further contributions will be called for, in the light of the decisions to be taken by the Committee at its tenth and eleventh

session and by COP 1, to extend activities to the end of the mandate of the interim secretariat, i.e., to 31 December 1995, and add new activities, as needed.

B. Support for participation in the Committee: special voluntary fund (General Assembly resolution 45/212, para. 10)

28. A statement of current contributions and pledges to the special voluntary fund is contained in annex IV.

29. The manner in which this fund is being used was indicated to the Committee in the previous report on the activities of the interim secretariat presented to the ninth session (A/AC.237/54, paras. 39-41). The fund management practice of the secretariat, including its priorities, were noted by the Committee at that session (A/AC.237/55, para. 127).

30. Recently introduced procedures for the administration of this fund (referred to in paragraph 12 above) require the interim secretariat:

(a) to obtain approval from UNOG for any communication authorizing the use of this fund;

(b) to issue individual travel authorizations to nominated delegates, rather than authorizing UNDP offices to fund delegates designated directly to them by Ministries of Foreign Affairs;

(c) to limit advances of daily subsistence allowance (DSA) to funded delegates before their departure from their home countries, and to handle such payments on the arrival of delegates for a session.

31. These procedures bring greater rigour into the administration of the fund. They also increase paper work and staff costs, or rather shift those from individual UNDP country offices to the secretariat in Geneva. The second requirement in the above list introduces a new time factor in the response of the secretariat to requests for funding. The secretariat, together with the administrative support unit, has adapted to these new procedures, while seeking to obtain some flexibility therein, notably with respect to advance payment of DSA.

32. The state of contributions and pledges to the special voluntary fund is once again insufficient to enable the interim secretariat to offer funding to all 136 eligible countries. Consequently, the secretariat has again based its funding offer for the tenth session on the first two priority categories, namely: (a) eligible developing countries and countries with economies in transition that have deposited instruments of ratification or accession, or that provide officers to the Committee and its Working Groups; and (b) other least developed countries and eligible small island developing countries. In addition, two countries not in these categories (Lithuania and Vietnam) that are participating in the CC:TRAIN programme have been offered funding for

participation.

33. It will be noted from section B of annex V that the estimated gross funding requirement for participation in Convention bodies in 1995 is of the order of US$2.3 million. One important factor in this calculation is the expected duration (three weeks) of the eleventh session of the Committee. On the other hand, a factor tending to lower funding needs for 1995 is the assumption that, after COP 1, eligibility for funding for participation will be limited to Parties. Taking into account the balance expected at the end of 1994, after all pledged contributions are paid, the amount still sought for 1995 is approximately US$1.7 million (gross).

---

Notes

1/ All staff members have direct telephone numbers and e-mail addresses.

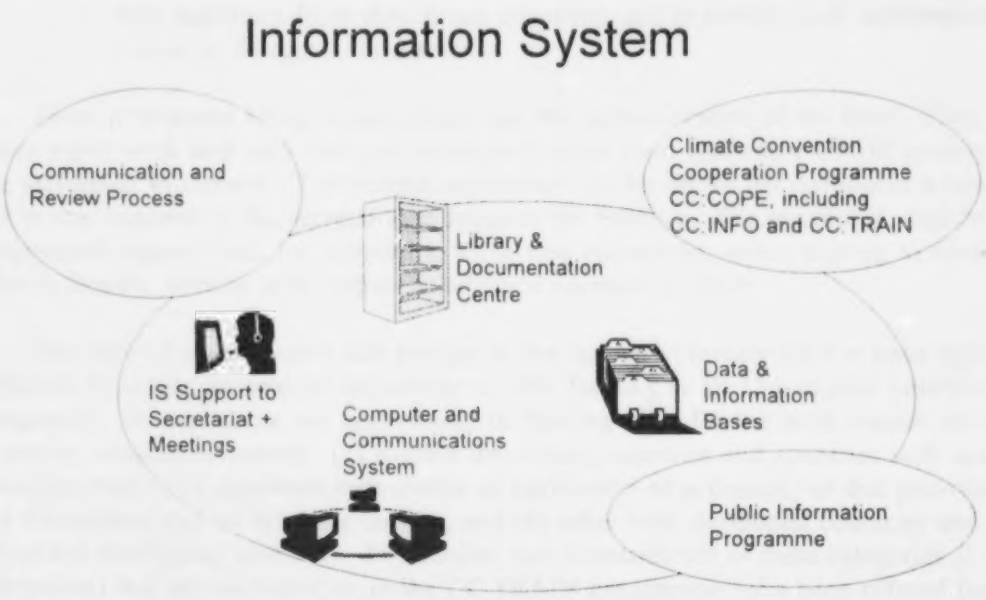
Annex I

## DEVELOPMENT OF THE SECRETARIAT'S INFORMATION SYSTEM

1. The interim secretariat has developed an information system in order to provide suitable information support to Governments and other participants in the Convention process as well as to its own activities. The UNEP/WMO Information Unit on Climate Change (IUCC) is an active partner in this system. Some equipment costs are being shared with the interim secretariat of the Convention to Combat Desertification. Current activities are being undertaken as steps towards the long-term goal of creating a fully-fledged information network in support of the implementation of the Convention.

2. Some of the current information support is provided through targeted activities, while other activities improve the efficiency of the interim secretariat, ultimately leading to an improved service to Governments. Brief reports on initial activities in this area have been provided to the Committee in previous reviews of secretariat activities. This annex describes the latest stage in the development of the secretariat's information system, the services that it can already provide and those that are being planned. Delegations requiring more details about the system are invited to contact the interim secretariat for further information.

3. The system has been developed in a modular fashion, as shown in the figure below. Its modules include computer and communications facilities, data and information bases, and a


Information System
Communication and Review Process
Climate Convention Cooperation Programme CC:COPE, including CC:INFO and CC:TRAIN
Library & Documentation Centre
IS Support to Secretariat + Meetings
Computer and Communications System
Data & Information Bases
Public Information Programme

planned library and documentation centre. These modules are either self-contained activities, with specific objectives and target groups, or they serve substantive programmes that are now evolving in the interim secretariat, such as, in particular, the Climate Convention Cooperation Programme (CC:COPE), the first review of communications from Annex I Parties (communication and review process - CC:CRP) and the public information programme undertaken with the IUCC. The information system also provides support for general activities of the secretariat and will be accessible by Government delegations and other participants at sessions of the Committee and, later, of the Conference of the Parties (COP). Funding for the system has been obtained from the trust fund for the negotiating process.

## A. Computer and communications system

4. The secretariat computer system has been set up and appropriate staff training provided. All staff have access to the required computing facilities. The existing system is able to provide an adequate base for most current secretariat activities. However, some system development during the rest of 1994 and 1995 will be needed to improve existing services, to accommodate incoming staff and consultants and to introduce new system applications.

5. While basic office automation is now satisfactory, the increasing information flows within, as well as to and from, the secretariat will need improved information system support to help staff become more efficient. The main efforts in this area will be to improve communication systems and to install workgroup systems that can assist in various administrative and substantive tasks.

6. The most recent addition has been an external electronic mail facility, with the help of the IUCC. It is now possible to reach members of the secretariat either through the shared directory service of the United Nations "cc:Mail" system or via the Internet. Delegations may wish to note that the new Internet e-mail address of the interim secretariat, is:

**secretariat.unfccc@unep.ch**

7. In addition, each member of staff can be reached directly, by replacing the word "secretariat" in the above address by the first initial and the family name of the person, for example:

**cschlosser.unfccc@unep.ch**

## B. Other modules

8. Work on **data and information bases** has increased considerably, to comprise detailed information on organizations, activities and individual addresses, in addition to bibliographical references. The latter are available to the Committee in document A/AC.237/Misc.24/Add.2, as at previous sessions. The former are now used on a regular basis for registration of participants and for producing the directory of participants, as well as for various mailing and

communication purposes. These databases form the foundation of the climate convention information exchange programme (CC:INFO) (previously known as Climex) and a number of other applications. The size of the databases, as well as the services that can be provided, has grown. This trend will continue, especially with the arrival of the first national communications from Annex I Parties. Apart from increasing the content and improving the performance of existing databases, the key issue for the near future is the need to switch to a more sophisticated database system.

9. The **library and documentation centre** is envisaged as a physical space, available in the Geneva Executive Center, where documents, books, and other "information objects" could be collected, archived, and made available to users both physically and electronically. The interim secretariat has planned this module jointly with the IUCC. The project is now ready to be implemented, as funding becomes available for furnishing, equipment and staff costs.

10. The **public information programme** has been carried out through the interim secretariat by the IUCC. Activities such as the production of the United Nations Climate Change Bulletin, press and media campaigns, as well as a number of activities of dissemination of information (such as electronic bulletin boards and desktop publishing) will continue, especially through the proposed joint library and documentation centre. Particular use will be made of the World Wide Web server that is being installed by the IUCC on the Internet.

## C. Programme services

11. The first substantive programme to make intensive use of the information system has been CC:INFO. Information has been processed in a set of linked databases and resulting reports are being circulated to delegations (see A/AC.237/75, section II). Activities are now under way to reproduce the information on on-line and off-line electronic systems. There will be considerable need for improved databases and communication systems to undertake all the activities being planned, especially within the proposed CC:COPE (see A/AC.237/75, section IV)

12. The communication and review process is about to start and, given the number of national communications expected and the considerable quantity of textual and numerical data these will contain, suitable information support services are being planned. The most important activities will include the electronic archiving of all information in full-text and structured information bases. In addition, the development of information management tools will allow improved access to the information, including through the use of innovative presentations.

## D. Services to participants

13. During sessions of the Committee, and, later, of the COP, the secretariat will provide a number of information support services directly to participants. At the tenth session of the Committee, an experimental information and communication centre will be set up with the help of the Association for Progressive Communications (APC), in office E.3069 at the Palais des

Nations, in order to provide electronic mail and on-line database access to Committee participants. Information on this service will be given during the session. It is planned to repeat this service at the eleventh session in New York and, funds permitting, on a fuller scale at COP 1 in Berlin.

14. Other information system activities and demonstrations are also planned for those future meetings, including a demonstration of an information management system that is being developed to assist Governments in receiving and retrieving information resulting from the Convention process. Such information would include all official documents, national communications and other related data and information.

15. The longer-term plan is to make the information system directly accessible to Governments, in order to assist them in implementing the Convention. This plan includes the preparation of information for wide dissemination in various electronic forms, including diskettes, CD-ROM and on-line electronic information systems. It also envisages providing assistance to Governments in setting up information units within relevant national agencies to receive and further disseminate the information from CC:INFO, while at the same time acting as a source of information for other users of CC:INFO through the system. These activities will include on-site training.

## Annex II

## TRUST FUND FOR THE NEGOTIATING PROCESS (GA resolution 45/212, para. 20)
## STATEMENT OF CONTRIBUTIONS
(US dollars) a/

| Contributors | Contributions to 31.12.93 | 1994 Contributions | 1994 Date of receipt voucher | Total contribution to 01.08.94 | Outstanding pledges |
|---|---|---|---|---|---|
| Australia | 16,945.00 | 17,595.00 | 18.05.94 | 34,540.00 | - |
| Austria | - | 12,500.00 | 02.02.94 | 12,500.00 | - |
| Canada | 86,183.56 | 37,444.12 | 25.02.94 | - | |
| | | 54,744.53 | 24.05.94 | 178,372.21 | - |
| Denmark | - | 200,000.00 b/ | 03.05.94 | 200,000.00 | 500,000.00 b/ |
| Finland | - | 100,000.00 | 05.01.94 | 100,000.00 | - |
| France | 18,065.21 | - | - | 18,065.21 | - |
| Germany | 116,998.95 | - | - | 116,998.95 | - |
| Japan | 113,185.00 | - | - | 113,185.00 | 68,880.00 |
| Netherlands | 31,018.04 | - | - | 31,018.04 | - |
| Norway | 15,431.40 | - | - | 15,431.40 | - |
| Switzerland | 461,833.37 | 174,825.17 | 04.03.94 | 636,658.54 | c/ |
| United Kingdom | 158,978.36 | 60,217.41 | 14.06.94 | 219,195.77 | - |
| USA | 250,000.00 | 250,000.00 d/ | - | 500,000.00 | 250,000.00 d/ |
| CEC* | 123,580.00 | - | - | 123,580.00 | e/ |
| UNEP | - | 200,000.00 f/ | - | 200,000.00 | - |
| Total | 1,392,218.89 | 1,107,326.23 | | 2,499,545.12 | 818,880.00 |

Notes: A hyphen (-) indicates that the item is not applicable.
* Commission of the European Communities (CEC)

a/ Information as at 1 August 1994. All contributions are gross.
Deductions of 13 per cent for support costs and 15 per cent for operating reserve are applicable to determine amounts available for allotment.

b/ Contributions of $200,000 for CC:INFO project (climate convention information exchange programme - formerly known as Climex). Pledge of $250,000 for communication and review project.

c/ Switzerland has also offered a contribution in kind, to the value of $160,000, to the cost of office premises. (See paragraph 10 above.)

d/ Contribution of $250,000 in the pipeline;
Pledge of $250,000 for communication and review project.

e/ Outstanding offers of contributions from the CEC amount to $120,000. It has not been possible to work out conditions for payment that are compatible with the United Nations Financial Regulations and with the procedures of the CEC. This is a general problem affecting contributions from the CEC to the United Nations, to which a solution continues to be sought.

f/ Contribution to CC:INFO project in the pipeline.

## Annex III

## UNFCCC INTERIM SECRETARIAT: FINANCIAL ESTIMATES FOR 1994 - 1995*

| DESCRIPTION OF ACTIVITY | INPUTS | Grade | Starting from | Total 1994-1995 a/ | Regular budgets (UN, UNEP, WMO) 1994-1995 | Extra-budgetary 1994 | Extra-budgetary 1995 |
|---|---|---|---|---|---|---|---|
| **A. EXECUTIVE DIRECTION AND MANAGEMENT** | | | | | | | |
| **A.1 Head of interim secretariat**<br>Overall planning, coordination and direction of secretariat activities; resource mobilization; finance/personnel management; accountability to INC and COP and to DPCSD; collaboration agreements with partner agencies. | Executive Secretary | D-2 | 1.94 | 350 | 350 | | |
| **A.2 Office of the Executive Secretary**<br>Support for planning and coordination of secretariat activities; internal information flow; general reports to INC and COP including report on implementation; arrangements for permanent secretariat; financial monitoring. | Special Adviser | L-5¤ | 1.95 | 185 | | | 185 |
| | Special Asst to Exec.Sec. | P-3 | 1.94 | 220 | 220 | | |
| | Secr./Asst. to Exec.Sec. | G-6 | 1.94 | 160 | 160 | | |
| | Finance clerk | G-6¤ | 1.95 | 70 | | | 70 |
| | Admin. secretary | G-4 | 1.94 | 160 | 160 | | |
| | Secretary | G-3 | 7.94 | 105 | | 35 | 70 |
| Subtotal (A.1 and A.2) | | | | 1,250 | 890 | 35 | 325 |
| **A.3 Inter-agency relations**<br>Inter-agency liaison; collection and analysis of information on climate change activities of UN System and other bodies. | Principal Officer WMO | D-1 | 1.94 | 325 | 325 | | |
| | Secretary WMO | G-4 | 1.94 | 160 | 160 | | |
| **A.4 Management, legal and information services**<br>Planning and organization of inter-governmental processes; relations with delegations; management of participation fund; dissemination of documents; liaison with NGOs; public information (with IUCC); general legal advice. | Principal Officer | D-1 | 1.94 | 325 | 325 | | |
| | Legal Adviser | P-4 | 1.94 | 260 | 260 | | |
| | External Rel'ns. Officer | L-3 | 1.94 | 260 | | 120 | 140 |
| | Meetings Assistant | G-5 | 1.94 | 160 | 160 | | |
| | Secretary | G-4 | 7.94 | 120 | 120 | | |
| | Secretary | G-3 | 1.94 | 140 | | 70 | 70 |
| | Clerk | G-2 | 1.94 | 140 | | 70 | 70 |
| Subtotal (A.3 and A.4) | | | | 1,890 | 1,350 | 260 | 280 |
| Subtotal A: EXECUTIVE DIRECTION AND MANAGEMENT | | | | 3,140 | 2,240 | 295 | 605 |

* See last page of annex III for explanation of footnote symbols.

## UNFCCC INTERIM SECRETARIAT: FINANCIAL ESTIMATES FOR 1994 - 1995*
## (continued)

| DESCRIPTION OF ACTIVITY | INPUTS | Grade | Starting from | Total 1994-1995 | Regular budgets (UN, UNEP, WMO) 1994-1995 | Extra-budgetary 1994 | Extra-budgetary 1995 |
|---|---|---|---|---|---|---|---|
| A.4.1 Information system project b/ | | | | | | | |
| Provision of information systems services, including office automation, databases, electronic communications, information dissemination, library, training in software/hardware use. | Coordination c/ | | | | | | |
| | Information Manager | L-4¤ | 1.95 | 160 | | | 160 |
| | System Manager | L-3 | 8.94 | 190 | | 50 | 140 |
| | Training Officer | L-1/2 | 7.94 | 175 | | 55 | 120 |
| | System Officer | L-1/2 | 10.94 | 145 | | 25 | 120 |
| | Documentalist | G-5¤ | 9.94 | 95 | | 25 | 70 |
| | Secretary | G-3¤ | 1.95 | 70 | | | 70 |
| | Temporary assistance | | | 20 | | 10 | 10 |
| | Consultants | | | 80 | | 65 | 15 |
| | Travel | | | 40 | | 20 | 20 |
| | Expert groups | | | 60 | | 30 | 30 |
| | Equipment, supplies, operating costs, etc. | | | 480 | | 125 | 355 |
| | Contingencies (2% of subtotal) | | | 30 | | 10 | 20 |
| Subtotal (A.4.1) b/ | | | | 1,545 | 0 | 415 | 1,130 |

## UNFCCC INTERIM SECRETARIAT: FINANCIAL ESTIMATES FOR 1994 - 1995*
## (continued)

| | DESCRIPTION OF ACTIVITY | INPUTS | Grade | Starting from | Total 1994-1995 | Regular budgets (UN, UNEP, WMO) 1994-1995 | Extra-budgetary 1994 | Extra-budgetary 1995 |
|---|---|---|---|---|---|---|---|---|
| B. | **COMMUNICATION, REVIEW AND ASSESSMENT** | | | | | | | |
| | Coordination | Principal Officer d/ | L-5 | 1.94 | 345 | | 150 | 195 |
| B.1 | **Reports to INC and COP** | | | | | | | |
| | Substantive documentation for INC and COP relating to commitments in Article 4.2 (methodologies, inventories, review of adequacy, joint implementation) | Scientific Officer | L-3 | 1.94 | 260 | | 120 | 140 |
| | | Secretary | G-4 | 1.94 | 160 | 160 | | |
| | Subtotal (B. and B.1) | | | | 765 | 160 | 270 | 335 |
| B.2 | **Communication and review project (CC:CRP)** | | | | | | | |
| | Technical and analytical support for first review of communications by Annex I parties, including inventory management, data bases, etc. (New resource needs forecast for 1995 depend on decisions by INC and COP 1). | Project Manager | L-5 | 1.94 | 340 | | 155 | 185 |
| | | Programme Officer | L-4 | 8.94 | 215 | | 55 | 160 |
| | | Programme Officer d/ | L-4 | 9.94 | 205 | | 45 | 160 |
| | | Programme Officer | L-3¤ | 4.95 | 105 | | | 105 |
| | | Programme Officer | L-3¤ | 4.95 | 105 | | | 105 |
| | | Secretary | G-4¤ | 9.94 | 95 | | 25 | 70 |
| | | Secretary | G-3¤ | 4.95 | 55 | | | 55 |
| | | Temporary assistance | | | 40 | | 20 | 20 |
| | | Consultants | | | 260 | | 60 | 200 |
| | | Travel | | | 340 | | 90 | 250 |
| | | Expert groups | | | 315 | | | 315 |
| | | Equipment, supplies, operating costs, etc. | | | 40 | | 10 | 40 |
| | | Share of information system costs | | | 510 | | 137 | 373 |
| | | Contingencies (2% of subtotal) | | | 50 | | 10 | 40 |
| | Sub-total (B.2) | | | | 2,675 | 0 | 507 | 2,078 |
| | Sub-Total B: COMMUNICATION, REVIEW AND ASSESSMENT | | | | 3,440 | 160 | 877 | 2,413 |

Earmarked contributions (gross):
Denmark: $500,000 (pledged)
USA: $250,000 (pledged)

## UNFCCC INTERIM SECRETARIAT: FINANCIAL ESTIMATES FOR 1994 - 1995*
(continued)

| | DESCRIPTION OF ACTIVITY | INPUTS | Grade | Starting from | Total 1994-1995 | Regular budgets (UN, UNEP, WMO) 1994-1995 | Extra-budgetary 1994 | Extra-budgetary 1995 |
|---|---|---|---|---|---|---|---|---|
| C. | **FINANCIAL MECHANISM AND TECHNICAL COOPERATION** | | | | | | | |
| | Coordination | Principal Officer DPCSD | D-1 | 1.94 | 325 | 325 | | |
| C.1 | **Financial Mechanism** | | | | | | | |
| | Substantive documentation for INC and COP re. implementation of financial mechanism (Article 4.3 and 11); substantive liaison with GEF and its implementing agencies; preparation of agreement with operating entity. | Legal Adviser UNEP | P-4/5 | 1.94 | 260 | 260 | | |
| | | Econ. Affairs Officer | P-2/3 | 10.94 | 120 | 120 | | |
| | | Secretary | G-4 | 1.94 | 160 | 160 | | |
| | | Secretary WMO | G-4 | 1.94 | 160 | 160 | | |
| | Subtotal (C. and C.1) | | | | 1,025 | 1,025 | 0 | 0 |
| C.2 | **Support for Technical Cooperation (CC:COPE)** | | | | | | | |
| | Facilitation of capacity building, "enabling activities" in developing and "transition" countries; promotion of co-operative programme activities with UNDP, UNEP and UNITAR and other partners. | Coordinator | L-5 | 1.94 | 340 | | 155 | 185 |
| | | Secretary | G-4/5 | 1.95 | 70 | | | 70 |
| | Subtotal (C.2) | | | | 410 | 0 | 155 | 255 |
| C.2.1 | **Climate Convention Information Exchange (CC:INFO)** | | | | | | | |
| | Joint programme with UNEP to exchange information about the availability of resources for country activities on climate change, and about the results of such activities (formerly known as Climex). | Project Manager ff | L-4/5 | 4.95 | 120 | | | 120 |
| | | Programme Officer | L-3 | 7.94 | 200 | | 60 | 140 |
| | | Communications Asst. | G-5 | 1.94 | 140 | | 70 | 70 |
| | | Secretary | G-3 | 1.94 | 140 | | 70 | 70 |
| | | Temporary Assistance | | | 20 | | 10 | 10 |
| | | Consultants | | | 30 | | 20 | 10 |
| | | Travel | | | 65 | | 25 | 40 |
| | | Expert groups | | | 60 | | 30 | 30 |
| | | Equipment, supplies, operating costs, etc. | | | 100 | | 50 | 50 |
| | | Share of information system costs | | | 263 | | 71 | 192 |
| | | Contingencies (2% of Sub-Total) | | | 25 | | 10 | 15 |
| | Subtotal (C.2.1) | | | | 1,163 | 0 | 416 | 747 |

Earmarked contributions (gross):

Denmark: $200,000 (paid)
UNEP: $200,000 (approved)

## UNFCCC INTERIM SECRETARIAT: FINANCIAL ESTIMATES FOR 1994 - 1995*
## (continued)

| DESCRIPTION OF ACTIVITY | INPUTS | Grade | Starting from | Total 1994-1995 | Regular budgets (UN, UNEP, WMO) 1994-1995 | Extra-budgetary 1994 | Extra-budgetary 1995 |
|---|---|---|---|---|---|---|---|
| C.2.2 Training Programme (CC:TRAIN) | | | | | | | |
| Joint programme with UNITAR to promote training for preparation of national climate change strategies in relation to the Convention. | Project Manager [1] | L-4= | 4.95 | 120 | | | 120 |
| | Programme Officer(s) | L-3 | 1.95 | UNITAR Staff | | | |
| | Secretary | | 1.95 | UNITAR Staff | | | |
| Subtotal (C.2.2) | | | | 120 | 0 | 0 | 120 |
| Subtotal C: FINANCIAL MECHANISM AND TECHNICAL COOPERATION | | | | 2,718 | 1,025 | 571 | 1,122 |

## UNFCCC INTERIM SECRETARIAT: FINANCIAL ESTIMATES FOR 1994 - 1995*
## (continued)

| DESCRIPTION OF ACTIVITY | INPUTS | Grade | Starting from | Total 1994-1995 | Regular budgets (UN, UNEP, WMO) 1994-1995 | Extra-budgetary 1994 | Extra-budgetary 1995 |
|---|---|---|---|---|---|---|---|
| **D. POST COP 1 CONTINGENCIES** | | | | | | | |
| **D.1 Support for joint implementation: pilot phase** | | | | | | | |
| Development and monitoring of criteria; reports on pilot phase. | Senior Prog. Officer | L-5= | 6.95 | 110 | | | 110 |
| | Programme Officer | L-2= | 6.95 | 70 | | | 70 |
| | Secretary | G-3= | 6.95 | 40 | | | 40 |
| Subtotal (D.1) | | | | 220 | 0 | 0 | 220 |
| **D.2 Support for SBSTA** | | | | | | | |
| Advice/assessment re. methodologies, transfer and development of technology. | Senior Prog. Officer | L-5= | 6.95 | 110 | | | 110 |
| | Programme Officer | L-2= | 6.95 | 70 | | | 70 |
| | Secretary | G-3= | 6.95 | 40 | | | 40 |
| Subtotal (D.2) | | | | 220 | 0 | 0 | 220 |
| **D.3 Support for negotiations** | | | | | | | |
| Substantive documentation for COP and subsidiary bodies in support of negotiations on amendment(s) or protocol(s) to FCCC: additional staff for B.1 | Programme Officer | L-4= | 6.95 | 95 | | | 95 |
| | Programme Officer | L-2= | 6.95 | 70 | | | 70 |
| | Secretary | G-3= | 6.95 | 40 | | | 40 |
| Subtotal (D.3) | | | | 205 | 0 | 0 | 205 |
| Subtotal D: POST COP 1 CONTINGENCIES | | | | 645 | 0 | 0 | 645 |
| **E. NON-STAFF COSTS** | | | | | | | |
| Non-staff costs for general purposes, additional to projects B.2 and C.2.1. | Temporary assistance | | | 40 | 40 | | |
| | Consultants | | | 180 | 80 | 50 | 50 |
| Staff travel to INC XI: $104,000 (est.) | Travel | | | 335 | 250 | | 85 |
| | Expert groups | | | 70 | 70 | | |
| | Equipment, supplies, operating costs, etc. | | | 230 | 230 | | |
| | Share of information system costs | | | 773 | 0 | 208 | 565 |
| | Contingencies (2%of total) | | | 20 | | 5 | 15 |
| Subtotal E: OTHER NON-STAFF COSTS | | | | 1,648 | 670 | 263 | 715 |
| TOTAL ALL SECRETARIAT ACTIVITIES g/ | | | | 11,590 | 4,095 | 2,005 | 5,500 |

## UNFCCC INTERIM SECRETARIAT: FINANCIAL ESTIMATES FOR 1994 - 1995*
## (continued)

Note: ¤ Indicates staff position to be filled, subject to availability of funding.

a/ Costs are expressed in thousand United States dollars ($). Costings for posts in the UN programme budget are standard, pro forma figures. Costings for extrabudgetary posts include real costs for staff in service and pro forma estimates for other posts, and for 1995 include termination entitlements. Estimates are based on a standard UN exchange rate of US$1=Sw F1.49. Estimates exclude overhead charges (13 per cent) and provision for operating reserve (15 per cent) - see Annex V for gross estimates.

b/ The subtotal for the information system project is shown here for illustration only. 50 per cent of the cost has been allocated to "E: Other non-staff costs". The other 50 per cent is allocated between the projects for communication and review (B.2) (33 per cent) and information exchange (C.2.1) (17 per cent), both of which need substantial information system support.

c/ Coordination of information system project currently assured by the Principal Officer, Management, Legal and Information Services (A.4) and by the Coordinator of support for technical cooperation (C.2).

d/ Bilateral funding assured.

e/ Currently also performing function of Project Manager of CC:INFO (C.2.1), as well as coordinating information system project (A.4.1)

f/ Expected to be funded by project now under development.

g/ Total calculated at an exchange rate of 1 $US=Sw F1.49; subject to exchange rate variations. Total also excludes DPCSD Administrative Unit (Geneva) and services provided by UNOG (conference services, documentation, finance, personnel, procurement, etc.)

## Annex IV

## SPECIAL VOLUNTARY FUND FOR PARTICIPATION (GA resolution 45/212, para. 10)
## STATEMENT OF CONTRIBUTIONS
(US dollars) a/

| Contributors | Contributions to 31.12.93 | 1994 | | Total contribution to 01.08.94 | Outstanding pledges |
|---|---|---|---|---|---|
| | | Contributions | Date of receipt voucher | | |
| Australia | - | 17,180.00 | 26.05.94 | 17,180.00 | - |
| Austria | 89,985.00 | 12,500.00 | 02.02.94 | 102,485.00 | - |
| Canada | 194,375.66 | 18,442.62 | 25.02.94 | - | - |
| | - | 54,744.52 | 24.05.94 | 267,562.80 | - |
| Denmark | 304,970.00 | 80,000.00 | 22.02.94 | 384,970.00 | - |
| Finland | 104,866.77 | - | - | 104,866.77 | - |
| France | 185,033.43 | 50,020.01 | 19.04.94 | 235,053.44 | - |
| Germany | 405,648.68 | - | - | 405,648.68 | 130,000.00 |
| Greece | 10,000.00 | - | - | 10,000.00 | - |
| Ireland | 10,000.00 | 14,300.00 | 18.03.94 | 24,300.00 | - |
| Japan b/ | 120,000.00 | - | - | 120,000.00 | 240,000.00 b/ |
| Netherlands | 292,981.07 | 88,918.53 | 24.06.94 | 381,899.60 | - |
| Norway | 128,922.41 | - | - | 128,922.41 | 36,000.00 |
| Spain | 122,315.64 | - | - | 122,315.64 | - |
| Sweden | 250,980.57 | 63,331.22 | 02.02.94 | 314,311.79 | - |
| Switzerland c/ | 449,506.88 | 34,965.03 | 04.03.94 | - | - |
| | | 56,529.11 | 16.03.94 | 541,001.02 | 37,000.00 |
| Turkey | 3,000.00 | - | - | 3,000.00 | - |
| United Kingdom | 410,205.65 | 90,322.35 | 14.06.94 | 500,528.00 | - |
| USA | 300,000.00 | 105,000.00 | 13.01.94 | 405,000.00 | 150,000.00 |
| CEC* | 123,580.00 | - | - | 123,580.00 | d/ |
| WMO | 34,698.13 | - | - | 34,698.13 | - |
| UNDP e/ | - | - | - | - | - |
| Total | 3,541,069.89 | 686,253.39 | | 4,227,323.28 | 593,000.00 |

Notes: A hyphen (-) indicates that the item is not applicable.
* Commission of the European Communities (CEC)

a/ Information as at 1 August 1994. All contributions are gross. Deductions of 13 per cent for support costs and 15 per cent for operating reserve are applicable to determine amounts available for allotment.

b/ In 1991/1992, Japan made a separate contribution of $200,000 to costs of travel and participation for pre-session seminars and training activities. Current pledge of $240,000 to cover participation in meetings up to and including COP 1, of which $40,000 for participation of Eastern/Central European countries with economies in transition.

c/ Contributions of $117,333.39 (1991-1993), of $34,965.03 (1994) and pledge of $37,000 (1994) earmarked for participation of Eastern/Central European countries with economies in transition.

d/ Outstanding offers of contributions from the CEC amount to $170,000. It has not been possible to work out conditions for payment that are compatible with the United Nations Financial Regulations and with the procedures of the CEC. This is a general problem affecting contributions from the CEC to the United Nations, to which a solution continues to be sought.

e/ In 1992, UNDP directly supported participation by 20 developing countries in the fifth session of the Committee; estimated value $100,000.

## Annex V

### ESTIMATED EXTRABUDGETARY FUNDING REQUIREMENTS 1994-1995

( Thousands of US dollars)

| | | | 1994 | 1995 |
|---|---|---|---|---|
| A. | **Trust Fund for Secretariat Activities (GA resolution 45/212, para. 20)** | | | |
| | Estimated net funding requirements | a/ | (2,005) | (5,500) |
| | Estimated gross funding requirements | b/ | (2,785) | (7,640) |
| | Beginning year balances | | 829 | 194 |
| | Contributions 1994 | | 1,107 | - |
| | Bilateral staff support | | 224 | 408 |
| | **Balance of funding requirements (gross)** | | **(625)** | **(7,038)** |
| | Gross pledges | | 819 | - |
| | END YEAR GROSS BALANCE | | **194** | - |
| B. | **Special Voluntary Fund for Participation (GA resolution 45/212, para. 10)** | | | |
| | Estimated gross funding requirements: | b/ | - | - |
| | INC IX | c/ | (560) | - |
| | INC X | d/ | (670) | - |
| | INC XI | e/ | - | (1,100) |
| | COP 1 | f/ | - | (850) |
| | Subsidiary bodies | g/ | - | (360) |
| | **Total funding requirements** | | (1,230) | (2,310) |
| | Beginning year balances | | 572 | 622 |
| | Gross contributions 1994 | | 690 | - |
| | **Balance of funding requirements (gross)** | | **32** | **(1,688)** |
| | Gross pledges | | 590 | - |
| | END YEAR GROSS BALANCE | | **622** | - |

a) As estimated in annex III, "UNFCCC Interim Secretariat: Financial Estimates for 1994-1995".
b) Includes 13 per cent overhead and 15 per cent operating reserve.
c) Actual cost of INC-IX.
d) Estimate based on 2-week meeting in Geneva (95 participants).
e) Estimate based on 3-week meeting in New York (100 participants).
f) Estimate based on 2-week meeting in Berlin (100 participants).
g) Estimate based on one-week meeting in Geneva (75 participants).